

SECRET

OFFICE OF TRAINING

NOTICE
No. 20-69

13 June 1969

SUBJECT: OTR Approving Officers for Overtime

25X1A

1. [REDACTED] states the Agency policy regarding hours of work, leave and pay. Supervisors are responsible for reviewing provisions of this regulation, especially its application to overtime work and compensation.

2. Only the following officials within the Office of Training are authorized to approve overtime:

25X1A Deputy Director of Training
25X1A Executive Assistant
Chief, Management/EA
Chief, Language School
[REDACTED]
Chief, Support [REDACTED]

25X1A

[REDACTED]
HUGH T. CUNNINGHAM
Director of Training *HC*

Distribution:
Key 1-A
All School and Staff Chiefs
[REDACTED]

25X1A

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GROUP I
Excluded from automatic
downgrading and
declassification